

MASSACHUSETTS
Public Employee Retirement Administration Commission
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M E M O R A N D U M

TO: All Retirement Boards

FROM: Joseph E. Connarton, Acting Executive Director

RE: Disability Retirement Manual and Forms

DATE: August 13, 1999

The Public Employee Retirement Administration Commission has revised the draft Disability Retirement Manual and forms that your board received after the training sessions held earlier this year.

Significant and extensive changes have been made in both the manual and in the forms. Please discard the contents (draft version) of the binder that you have and replace them with the enclosed materials. You will also find four appendixes that you need to insert in the new materials in your binder. Directions for proper placement are affixed to each insert. We also included a new cover, first page and spine insert for your binder.

We have included a folder containing master copies of each form. Please make copies from these masters. A space in the lower right hand corner of each form's first page has been set aside for you to affix your retirement board's address label. Each of these forms is also being added to PERAC's Home Page (www.state.ma.us/perac) so that you may print copies from the Web as well.

You may begin to use the new forms immediately. You should use the Application for Disability Retirement (involuntary as well as voluntary), Glossary of Terms, Employer's Statement and Physician's Statement for any disability application initiated on or after October 1, 1999. For any case that is already in progress as of October 1, 1999, you should use the newly revised Request for Appointment, Transmittal of Background Information, Disability Transmittal and Notice of Retirement Board Action, unless an older form has already been completed.

PERAC will not process any older disability form that is completed after October 1, 1999. In order to avoid unnecessary delays; please discard all blank disability forms from your files that predate the enclosed documents.